# User Instructions For Automated File Posting

## External Website Automation

### http://www.water.ca.gov/swp/operationscontrol/calfed

The automated file posting process begins when a user copies a file or files to the spocf.ad.water.ca.gov server, CALFED directory with the correct filename(s). The file(s) will be copied from the CALFED directory to the JOCPOCOW01 server for processing and then deleted from the CALFED directory. Below is a list of webpages that are automated along with filename requirements and specific times that the automated scripts are run to post updates. If you are adding a new file to the CALFED directory to be posted to the website, please allow 15 minutes after the time specified below to see the change posted on the website.

## Filename requirements/automated script runtime:

### 1. Fish Monitoring Data Page:
http://www.water.ca.gov/swp/operationscontrol/calfed/calfedmonitoring.cfm

Fish monitoring links and corresponding filenames:
a. Juvenile Chinook Monitoring: juvenilemonitoring.pdf
b. Juvenile Chinook Salvage: juvenilesalvage.pdf
c. Winter Run Loss: winterrunloss.pdf
d. Spring Surrogate Loss: springsurrlossest.pdf
e. Steelhead Salvage: steelsalv.pdf
f. Non-clipped Fry/Smolt Chinook: nonclipped_frysmolt.pdf

These files are pushed to the DTS External Water web server every 20 and 50 minutes after each hour, every hour.

### 2. Next OCO CALFED Operations Meeting Page:
http://www.water.ca.gov/swp/operationscontrol/calfed/index.cfm

Add your new meeting information into a file named: ops_meeting.txt

Please do not add any line breaks between lines or any spaces before line text. What is contained on each line in this file will be displayed at the top of the webpage with the text centered on the middle of the page. The first line in the file will be displayed in bold text. It is important to not add long lines to this file since it will not be displayed well on the page. Please keep line text at a reasonable length - 8 words maximum.

This file is pushed to the DTS External Water web server every hour at 35 minutes after the hour.

**3.  DAT Summaries Page:**
http://www.water.ca.gov/swp/operationscontrol/calfed/calfeddat.cfm

DAT Summary filenames must be in the following format:  20YYMMDD_dat_summary.pdf
(For example:  20170602_dat_summary.pdf)

The automated script checks for a year starting with "20".  No validation checks are done on the last two digits of the year, month or day. Therefore, non-valid dates could be posted to the website if the date in the filename is not valid.

DAT files are pushed to the DTS External Water web server every hour at 30 minutes after the hour.

**4.  WOMT Decisions/Summaries Page:**
http://www.water.ca.gov/swp/operationscontrol/calfed/calfedwomt.cfm

WOMT Summary filenames must be in the following format: 20YYMMDD_womt_summary.pdf
(For example:  20170602_womt_summary.pdf).

The automated script checks for a year starting with "20".  No validation checks are done on the last two digits of the year,  month or day. Therefore, non-valid dates could be posted to the website if the date in the filename is not valid.

WOMT files are pushed to the DTS External Water web server every hour at 25 minutes after the hour.

**5.  2017 Calfed Operations Notes and Agendas Page:**
http://www.water.ca.gov/swp/operationscontrol/calfed/calfed2017notes.cfm

The agenda/note filenames must be in the following format:  20YYMMDD_notes_noteName.pdf
(For example: 20170302_notes_Operations Briefing Package.pdf and 20170125_notes_Operations Meeting Notes.pdf)

The automated script checks for a year starting with "20".  No validation checks are done on the last two digits of the year, month or day.  Therefore, non-valid dates could be posted to the website if the date in the filename is not valid. Please keep the note/agenda names to 30 characters or less otherwise the name will wrap on the webpage.  If the note/agenda name contains more than one word, please add a space in between the words so it is displayed correctly on the webpage.

Note/agenda files are pushed to the DTS External Water web server every hour at 40 minutes after the hour. Post Operations Briefing Package before the meeting and Operations Meeting Notes after the meeting.

**6. 2017 Meeting Schedule:**
http://www.water.ca.gov/swp/operationscontrol/calfed/calfedmtgsch.cfm

Add your meeting information into a file named: calfed_meeting_schedule.txt.

Please do not add any line breaks between lines or any spaces before line text. What is contained on each line in this file will be displayed on the webpage with the text centered on the middle of the page.

This file is pushed to the DTS External Water web server every hour at 48 minutes after the hour.

**Quick filename reference:**

1. Juvenile Chinook Monitoring:      juvenilemonitoring.pdf

2. Juvenile Chinook Salvage:        juvenilesalvage.pdf

3. Winter Run Loss:             winterrunloss.pdf

4. Spring Surrogate Loss:          springsurrlossest.pdf

5. Steelhead Salvage:            steelsalv.pdf

6. Non-clipped Fry/Smelt Chinook:     nonclipped_frysmolt.pdf

7. OCO CALFED Operations Meeting:   ops_meeting.txt

8. DAT Summaries:              20YYMMDD_dat_summary.pdf

9. WOMT Summaries:            20YYMMDD_womt_summary.pdf

10. Notes and Agendas:            20YYMMDD_notes_noteName.pdf

11. 2017 Meeting Schedule          calfed_meeting_schedule.txt

**Example scenario:**

A User wants to post a new DAT Summary file. The date is June 7th, 2017 and the time is 1:00 PM.

Steps to post new file:

1. User copies the new DAT Summary file (Format: 20170607_dat_summary.pdf) to the CALFED directory on server spocf.ad.water.ca.gov.

2. The automated script will process the new DAT file at 1:30 PM. See above for script run time.

3. The new DAT file will be posted to the webpage by 1:45.

# Internal and External Website Automation

http://www.water.ca.gov/swp/operationscontrol/monthly.cfm
http://swpoco.water.ca.gov/monthly.shtml

The automated posting process begins when a user copies a Monthly Operations Data file or files to the spocf.ad.water.ca.gov server, Operations/MonthlyOpData directory with the correct filename(s). The file(s) will be copied from the Operations/MonthlyOpData directory to the JOCPOCOW01 server for processing and then deleted from the Operations/MonthlyOpData directory.

Monthly Operations Data files must be in the following format: YYYYMM_monthlyOD.pdf , where YYYY = Year and MM = Month. (For example: 201604_monthlyOD.pdf).

The automated script checks for a year starting with "20". No validation checks are done on the last two digits of the year or the month. Therefore, non-valid dates could be posted to the website if the date in the filename is not valid.

The new Monthly Operations Data file or files are pushed to the DTS External Water web server and the Internal web server every hour at 28 minutes after the hour. Please allow 15 minutes after this time for the new Monthly Operations Data file(s) to be displayed on the External website and 5 minutes after this time for the file(s) to be displayed on the Internal website.

**Example scenario:**

A User wants to post a new Monthly Operations Data file. The date is January 28th , 2016 and the time is 9:00 AM.

Steps to post new file:

1. User copies the new Monthly Operations Data file (Format: 201601_monthlyOD.pdf) to the Operations/MonthlyOpData directory on server spocf.ad.water.ca.gov.

Note: a user can copy multiple files to this directory.

2. The automated script will process the new Monthly Operations Data file at 9:28 AM. See above for script run time.

3. The new Monthly Operations Data file will be posted to the External webpage by 9:43 AM and the Internal webpage by 9:33 AM.

[http://www.water.ca.gov/swp/operationscontrol/annual.cfm](http://www.water.ca.gov/swp/operationscontrol/annual.cfm)
[http://swpoco.water.ca.gov/annual.shtml](http://swpoco.water.ca.gov/annual.shtml)

The automated file posting process begins when a user copies an Annual Report file or files to the spocf.ad.water.ca.gov server, Operations/AnnualReports directory with the correct filename(s).  The file(s) will be copied from the Operations/AnnualReports directory to the JOCPOCOW01 server for processing and then deleted from the Operations/AnnualReports directory.

Annual Report files must be in the following format:  YYYY_annualReport.pdf for non-summary reports and YYYY_annualReportSum.pdf for summary reports.
(For example:  201611_annualReport.pdf and 201611_annualReportSum.pdf).

The automated script checks for a year starting with "20".  No validation checks are done on the last two digits of the year.  Therefore, non-valid years could be posted to the website if the year in the filename is not valid.

The new Annual Report file or files are pushed to the DTS External Water web server and the Internal web server every hour at 38 minutes after the hour.  Please allow 15 minutes after this time for the new annual file(s) to be displayed on the External website and 5 minutes after this time for the file(s) to be displayed on the Internal website.

**Example scenario:**

A User wants to post a new Annual Report and Annual Report Summary.  The date is January 28th , 2016 and the time is 9:00 AM.

Steps to post new file:

1.  User copies the new Annual Report and Annual Report Summary files (Format: 201601_annualReport.pdf (non-summary report) and 201601_annualReportSum.pdf (summary report) to the Operations/AnnualReports directory on server spocf.ad.water.ca.gov.

Note:  a user can copy multiple files to this directory.

2.  The automated script will process the new Annual Report files at 9:38 AM.  See above for script run time.

3.  The new Annual Report files will be posted to the External webpage by 9:53 AM and the Internal webpage by 9:43 AM.